

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
February 5, 2020
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Shannon Wentworth
Elaine Fink
Katrina Guitierrez
Jacquie Van Huss

Commissioners Absent

Staff

Paul Irwin
Debora Kerns Barba
Bernice Polkenhorn

Guests

-
- A. **CALL TO ORDER:**
Thomas Galt called the meeting to order at 5:11 pm.
- B. **ROLL CALL AND QUORUM DETERMINATION:**
Roll was called and it was determined that a quorum was present.
- C. **APPROVAL OF AGENDA:**
Bobby Hale motioned to approve the agenda, Christopher Aguirre seconded, and the motion carried 8/0/0.
- D. **APPROVAL OF MINUTES 1/8/2020:**
Katrina Guitierrez motioned to approve the 1/8/20 meeting minutes, Bobby Hale seconded, and the motion carried 8/0/0.
- E. **REPORTS:**
- (1) **Director:**
- i. **2017 ICDBG – Sierra Mono Museum:**
The director reported that we have passed electrical and HVAC final inspections. Gutters are complete. Crossroads Recycled Lumber has donated a slab of wood for the reception counter and has been cut and prepped. Restroom fixtures have been installed with the exception of toilets which are waiting on flooring. We have prepped and sealed the floors in all of the storage rooms. Vinyl and carpet

flooring should be installed next week, and we can possibly be ready to call for a final inspection the week of the 17th. We have been coordinating to have security and surveillance installed by the end of the month so the museum can start bringing back items from storage which is paid thru 3/31/20. The museum is contracting for several platforms within the gallery and that will not occur until after we have received occupancy.

ii. **2018 ICDBG – Cultural and Environmental Protection Center:**

The director reported that the design kickoff meeting is scheduled for Friday January 7th at 10:30am. Completion is currently scheduled for the end of June 2021.

iii. **2019/2020 ICDBG – Emergency Services Building:**

The director reported that the application was submitted on Monday for the request of 1,500,000. The project has a total estimated cost of \$1,829,547 including land contribution and other leveraged resources. Includes fire living quarters, sheriff substation, and EMS substation. The director reported that we should know by May 7th of an award.

iv. **2019 IHBG Competitive Funding - Infrastructure:**

The director reported that project engineers came up today. They have initiated a topo graphical survey, are scheduling for geotechnical testing, and will begin coordinating with an electrical consultant for primary power extension. While they are awaiting the topo and geotechnical they will be working on sewer and water infrastructure plans. We have submitted several questions to Travois, and hoping to be ready to go out to bid in May or June.

v. **32886 Road 222, North Fork, CA 93643:**

The director reported that plans have been approved and we anticipate picking up the permit tomorrow.

vi. **PG&E Programs:**

The director reported that staff held a video conference with PG&E's Low Income Program and Tribal Communities representative. They provided information on various programs that we can make available to our tenants and other applicants. Information is on the front counter for anyone interested. Lower income applicants qualify for an Energy Assistance Program that will provide a variety of home upgrades at no cost, including insulation, LED lighting, smart thermostat's, HVAC and appliance replacement, etc. We determined that we have approximately 21 tenants who qualify for this program and will be seeking for them to apply.

vii. **HUD On-Site Monitoring:**

The director reported that we were contacted by our HUD Grants Evaluation Specialist and we have been selected for On-Site Monitoring. This last occurred in February 2015, and was a result of the number of HUD & ICDBG grants we had received. This will be monitoring of the Tribes ICDBG and IHBG funding. Monitoring has been scheduled for the week of May 11th.

viii. **Caltrans NAAC Meeting: March 4th 2020:**

The director reported that he has a Caltrans meeting to attend on March 4th. He was unable to attend the last quarterly meeting due to the rural housing summit, so he will need to attend. We will need to postpone our BOC meeting scheduled for March 4th to March 11th.

(2) **Chairperson:**

(3) **Other:**

i. **Financials:**

Staff presented financials as of 2/1/2020.

ii. **Monthly Report:**

Staff presented the monthly financial report for January.

iii. **Maintenance Report:**

Staff presented the monthly maintenance report for January.

F. **NEW BUSINESS:**

(1) **FY 2019 Audit RFP:**

The director reported that audit proposals were due on January 24th. We received a total of three proposals. They were scored yesterday by Paul, Debora, and Bobby. The high score was Melissa Petersen, CPA LLC.

i. **Blue Arrow CPA's: 88.33 pts**

ii. **Melissa Petersen, CPA LLC: 97.00 pts**

iii. **Midwest Professionals P.L.L.C.: 79.33 pts**

Bobby Hale motioned to approve Melissa Petersen, CPA in the amount of \$12,000, Richie Cline seconded, and the motion carried 7/0/0. Jacquie Van Huss had exited the room.

G. **OLD BUSINESS:**

H. **EXECUTIVE SESSION:**

Richie Cline motioned to go into executive session at 5:40 pm, Christopher Aguirre seconded, and the motion carried 7/0/0. Jacquie Van Huss had exited the room.

(1) **Low-Income Housing Tax Credits (LIHTC):**

The director reported that we have been having follow up calls with Travois on a weekly basis in preparation of the application due on March 9th. Anticipated funding contributions were reported.

(2) [REDACTED]

The director provided an update on turnover of the unit, and provided an update on tenant selection. Consensus of the BOC for the selected applicant to make firm decision by February 14th.

- (3) [REDACTED]
The director reported that the current tenant provided 30-day notice on February 3rd. The future tenant was selected based on waiting list position, pending required screenings.
- (4) [REDACTED]
The director reported the approval of emergency rental assistance.
- (5) **Waiting List Administration:**
Staff provided an update on annual waiting list administration, and the number of removals for failing to update applications.
- (6) **Down Payment Assistance Policy:**
Staff discussed pending applications for homeowner rehabilitation, and discussed eligibility for applicants who previously received soft second loans or down payment assistance. Consensus of the BOC for approval to be on a case by case basis.
- Jacquie Van Huss motioned to approve a furnace not to exceed \$3,600 for [REDACTED], Bobby Hale seconded, and the motion carried 8/0/0.
- (7) **Training:**
Staff reported that customer service training has been scheduled for Feb. 12th.
- (8) **Personnel:**
The director and staff discussed eligibility for employee reinstatement. Consensus of the BOC that the term for reinstatement had expired.
- (9) **CPUC LIOB:**
The director reported that he is being appointed to the California Public Utility Commission's Low-Income Oversight Board. The director would use PTO for his absence to quarterly meetings. Consensus of the BOC to allow.
- (10) **Policies:**
Tabled, Saturday meeting to be scheduled pending the date of audit and staff availability.

Richie Cline motioned to come out of executive session at 6:40 pm, Jacquie Van Huss seconded, and the motion carried 8/0/0.

I. **NEXT MEETING:**
February 19, 2020 at 5:00 pm.

J. **ADJOURNMENT:**
Christopher Aguirre motioned to adjourn at 6:42 pm, Richie Cline seconded, and the motion carried 8/0/0.

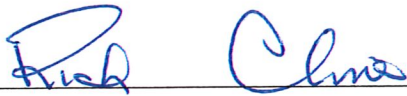
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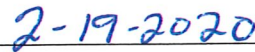
Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 19th day of February 2020 at which a legal quorum was present, these minutes were approved as written by a vote of _____ for, _____ against, and _____ abstaining.



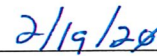
Commissioner



Date



Commissioner



Date